



**PEOPLESOFT HRMS USER REQUEST**  
OFFICE OF MANAGEMENT AND BUDGET  
SFN 54176 (3-2005)

Please complete and return to OMB Central Payroll Office.

**Add User ID**

Name	Employee ID	Date
Email Address	Business Unit Number	Department (restricts operator to this division of the business unit)

Please mark which roles this user should have.

HR/Payroll User Role	Recruit Workforce User Role	Time Redistribution User Role
HR/Payroll Inquiry Role (with Report & Query)	Training Administration User Role	

**Change/Update User ID**

User ID	Employee ID	Effective Date
Email Address	Business Unit Number	Department (restricts operator to this division of the business unit)

Please mark which roles this user should now have.

HR/Payroll User Role	Recruit Workforce User Role	Time Redistribution User Role
HR/Payroll Inquiry Role (with Report & Query)	Training Administration User Role	

**Delete User ID**

User ID	Employee ID	Effective Date
Email Address	Business Unit Number	Department (restricts operator to this division of the business unit)

Requestor Name (Please Print)	Business Unit Number	Telephone Number
Authorized Agency Signature		